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Purpose of Amendment (describe the reason for amending original submission): See above

*Sarah Mae*  
(Signature of Traveler)

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:  
ETHIC JAN22 18PM 4:06

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Sarah Mae Stevens

Employing Office/Committee: Sen. Benjamin L. Cardin

Private Sponsor(s) (list all): Alliance to Save Energy

Travel date(s): Feb 21-Feb 23, 2018

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Los Angeles, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

Staffer is the lead staffer for Sen. Cardin's work on the Transportation and Infrastructure Subcommittee, which has jurisdiction over green buildings and ports, among other things. As such, every site visit on this trip is directly related to the staffer's official duties.

Name of accompanying family member (if any): None

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

1/22/18  
(Date)

Sarah Mae Stevens  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Sen. Benjamin L. Cardin hereby authorize Sarah Mae Stevens  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1/22/18  
(Date)

Ben Cardin  
(Signature of Supervising Senator/Officer)





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January 16, 2018

Mae Stevens  
Environmental Policy Advisor  
Office of US Senator Ben Cardin  
509 Hart Senate Office Building  
Washington, DC 20510

Dear Mae:

The Alliance to Save Energy invites you to join us on a fact-finding trip to Los Angeles, California to learn about policies and best practices that are helping to drive advances in energy productivity across the country. As currently planned, this trip will include several visits in the Greater Los Angeles area and is scheduled for Thursday and Friday, February 22 - February 23, 2018. We have invited staff members from both sides of the aisle and from both Chambers to participate, to ensure well-rounded and robust discussions.

Over the course of the trip, we will visit a leading LED company, a global lighting control and sensor company, one of the nation's largest electric utilities, a research and innovation facility, a leading builder of residential homes and one of the busiest ports in the world.

This fact-finding mission is an excellent opportunity for Congressional staff to learn about state activities and businesses' progress to improve their energy productivity. The exchange can be used to develop, refine and advance policies at the federal, state and local levels.

Thank you in advance for your consideration. We expect a significant level of interest in this trip and, with limited capacity, we encourage you to respond at your earliest convenience as we will be accepting participants on a first-come, first-served basis. To meet the requirements set by the Ethics Committee, we will finalize the agenda and attendee list by January 12<sup>th</sup>. If you would like to join us, or have any questions regarding the trip, please feel free to get in touch with Reed Brown, the Alliance's Senior Associate for Government Affairs, at [rbrown@ase.org](mailto:rbrown@ase.org) or (202) 530-2241.

Best,

Kateri Callahan  
President  
Alliance to Save Energy